

**SECRET**

SAMPLE

ACCOUNTING SUMMARY

25X1

(1)	BASE:	<u>                    </u>	
(2)	PERIOD:	<u>16 Sept 63 to 31 Oct 63</u>	
(3)	CASH ON HAND:		<u>- 0 -</u>
(4)	RECEIPTS: Rec'd from Hqs.	<u>\$5,000.00</u>	
	Ref No.	<u>                    </u>	
(5)	TOTAL RECEIPTS:		<u>\$ 5,000.00</u>
(6)	TOTAL TO ACCOUNT FOR:		<u>5,000.00</u>
(7)	ADVANCES, TRAVEL:	<u>825.00</u>	
(8)	CHECKS CASHED:	<u>325.00</u>	
(9)	EXPENSES:	<u>51.50</u>	
(10)	TOTAL TRANSFERRED TO HQRS:		<u>1,201.50</u>
(11)	ADVANCES, LOCAL:	<u>8.00</u>	
(12)	CASH ON HAND:	<u>3,790.50</u>	
(13)	BALANCE FORWARD TO NEXT PERIOD:		<u>3,798.50</u>
(14)	TOTAL ACCOUNTED FOR:		<u>\$ 5,000.00</u>

I certify that the expenditures stated above and any attachments were incurred on official business of a confidential nature; payment or credit has not been received and that this accounting is true and correct.

(15)

DETACHMENT COMMANDER**SECRET**

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SCHEDULE OF RECEIPTS (Item 4)

<u>DESCRIPTION</u>	<u>REF</u>	<u>AMOUNT</u>
Station Advance Received from Headquarters		\$5,000.00

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TO BE ACCOUNTED FOR AT HEADQUARTERS - ITEM 7

25X1

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**SECRET**

REQUEST FOR ADVANCE

NAME OF ADVANCEE:  AMOUNT: \$ 125.00 25X1

PLACE:  25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 125.00 - - - - -.

17 September 1963  
Date

25X1

(Attach to Schedule of Advances - Item 7)

**SECRET**

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**SECRET**REQUEST FOR ADVANCE

NAME OF ADVANCEE:

AMOUNT: \$200.00

25X1

PLACE:

25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 200.00 .

20 Sept 63

Date

25X1

Signature of Advancee

(Attach to Schedule of Advances - Item 7)

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~~SECRET~~REQUEST FOR ADVANCENAME OF ADVANCEE: AMOUNT: \$ 500.00

25X1

PLACE: 

25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 500.00 .

15 October 1963  
Date

Signature of Advancee

25X1

(Attach to Schedule of Advances - Item 7)

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SCHEDULE OF CHECKS CASHED - ITEM 8

I certify that the balance in my checking account is sufficient to cover the amount of this check.

[illegible]

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**[SECRET]**

## SCHEDULE OF EXPENSES - ITEM 9

<u>DATE</u>	<u>AMOUNT</u>	<u>REFERENCE NUMBER</u>	<u>BRIEF DESCRIPTION (Attach Receipts)</u>
17 Sept 63	\$ 4.85	2.	Pad Lock to secure hangar door.
17 Sept 63	21.65	3.	Cash Box to secure official funds.
21 Sept 63	5.50	6.	Taxi fare for <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span> 25X1 to Air Base. Receipt not given by Taxi driver.
14 Oct 63	10.35	7.	Screen wire for hangar window. Not available in Base Supply.
25 Oct 63	9.15	9.	Sweeping compound for cleaning hangar and offices. Not available in Base Supply.
	<u>\$51.50</u>		Total expenses

**[SECRET]**



~~SECRET~~CASH ON HAND - ITEM 12PERIOD: 31 October 1963

Pennies	\$	<u>.05</u>
Nickels		<u>.45</u>
Dimes		<u>5.00</u>
Quarters		<u>10.00</u>
Halves		<u>5.00</u>
Ones		<u>20.00</u>
Fives		<u>50.00</u>
Tens		<u>200.00</u>
Twenties		<u>500.00</u>
Treasury Checks		<u>3,000.00</u>
Other		<u>- 0 -</u>
Total Cash (ITEM 12)		<u><u>3,790.50</u></u>
Advances, Local		
Cash Box Receipts:		<u>5.00</u>
		<u>3.00</u>
Total (ITEM 11)		<u><u>8.00</u></u>

25X1

This is to certify that we have counted the cash on hand as of this date and the amount shown above is certified correct.

\_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

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